

DIRECT DEBIT MANDATE

Instruction to your bank or building society to pay by Direct Debit.

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Signature(s) Date

Banks and building societies may not accept Direct Debit instructions for some types of account



FOR OFFICE USE ONLY

Service user number

4 5 0 4 4 0

Reference

Instruction to your bank or building society

Please pay University of Oxford Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with University of Oxford and, if so, details will be passed electronically to my bank/building society.

DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit University of Oxford will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of Oxford to collect a payment,

confirmation of the amount and date will be given to you at the time of the request.

- If an error is made in the payment of your Direct Debit, by University of Oxford or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

— If you receive a refund you are not entitled to, you must pay it back when University of Oxford asks you to.

- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

HOW WE USE YOUR DATA

The Bodleian Libraries is part of the University of Oxford. The personal data you provide on this form will be used by the University of Oxford to fulfil our contractual obligations to you to service your membership, and to meet our legitimate interest of alumni and supporter engagement, fundraising and stewardship. We will use your data to: send renewal information, Friends of the Bodleian newsletters, What's On leaflets and Friends of the Bodleian flyers or invitations for events you are entitled to attend; to record information about your membership, including any gift agreements, donations, or relevant correspondence; communicate with you about the impact of your membership and donation appeals that may be of interest to you; to invite you to support the work of the Bodleian Libraries by volunteering or getting involved in fundraising activities; to update your contact details and communication preferences; to claim gift aid (where applicable); and to record information about your willingness and capacity to support our charitable objectives.

If you buy membership as a gift, your details and your association with that membership will be recorded. All our communications with you will be by post, unless you give us permission to contact you by email. You give us this permission by providing your email address on this form.

WHO HAS ACCESS TO YOUR DATA?

The data you provide will be stored in the University's relationship management system, shared across the collegiate University of Oxford, including with its relevant clubs and societies if appropriate, in accordance with the University's policies and procedures via our shared relationship management system. You have the right to object to the processing of your personal data at any time. As a 'data controller', you may contact the University if you have questions about your data (details below).

We may also need to share it with third parties working on our behalf to support the processing of your transaction, or assist with our communications (e.g. mailing houses, printers). We will only do this in appropriate circumstances, for specified purposes, by secure means, using the minimum amount necessary, and with the relevant data sharing agreements in place. We do not and will not sell your data.

HOW LONG WE KEEP YOUR DATA

We will retain your financial data for seven years, even after you have ceased to be a member, in order to comply with tax and accounting rules. If you tell us you no longer wish to be a member, for example by cancelling your direct debit, we will retain your personal data for as long as is necessary to update our records. If you do not renew your

membership we will retain your personal data for one year after you cease to be a member. We will retain your name and the dates of your membership as part of the archive of the Friends of the Bodleian Libraries and our shared relationship management system.

YOUR RIGHTS

You have the right to opt-out of direct marketing at any time. You also have the rights to request access to and correction or erasure of your data; to request transfer of your data to another party; or to object to the processing of your data or request that such processing is restricted.

For full details on how we treat your information, including your rights, please see our Privacy Notice at <https://glam.web.ox.ac.uk/bodleian-friends-membership-application-privacy-notice> or you can request a hard copy from the Friends office. If you would like to exercise your rights, opt-out, or are dissatisfied with the way we have used your information, please contact us at database@devoff.ox.ac.uk or telephone +44 (0)1865 611530.

You may also contact our Data Protection Officer at data.protection@ox.ac.uk. If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office at: <https://ico.org.uk/concerns>



Bodleian Libraries
UNIVERSITY OF OXFORD

Bodleian Patrons



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Broad Street
Oxford OX1 3BG

Telephone (01865) 277234
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www.bodleian.ox.ac.uk

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The Blue Grosbeak, from Mark Catesby's
Natural History of Carolina,
Florida and the Bahama Islands, 1754,
held in the Bodleian Libraries.

The Bodleian Patrons support the Library's work to remain, in Thomas Bodley's words, "the most absolute and sufficient for the furtheringe of students of all kyndes of knowledge of good literature, that was ever yet in beinge, in any publique place of study".



"Libraries play a crucial role in shaping our memory of who we are, and the narratives that determine who we'll become... Oxford University's Bodleian Libraries... can claim to be not only one of the greatest in the world, but in western history."

SIR KAZUO ISHIGURU



One of the world's oldest libraries, the Bodleian has been fortunate to have a long-standing tradition of philanthropy that began with Sir Thomas Bodley's bequest four hundred years ago. The continuous generosity of our supporters since has allowed us to expand, preserve, and make available the treasures in our collections.

Our Patrons community is a vital part of this centuries-old tradition of support. Join today and help to make available the world's intellectual heritage for future generations.

Enjoy all the benefits

Richard Rawlinson Patrons

- Invitation to the annual Patrons Dinner
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- Exhibition private views, curatorial talks and tours
- Acknowledgement of your support in the *Bodleian Library Friends' Newsletter*
- A free subscription to the *Bodleian Library Record*, the Library's scholarly journal
- All the benefits of being an Honourable Member of the Friends of the Bodleian including special events, exclusive newsletters and member-only discounts
- A free copy of *Marks of Genius* (special edition) when you join (rrp £200)

Francis Douce Patrons

- A 10% discount when hiring the Divinity School for private events (up to 4 hours)
- One annual private tour of the Bodleian
- Free Signed copy of every Bodleian Exhibition Catalogue
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- All the benefits of being a Richard Rawlinson Patron

The antiquarians Richard Rawlinson (1690-1755) and Francis Douce (1757-1834) are among the most generous benefactors to the Libraries in the Bodleian's history. The Rawlinson Patrons and the Douce Patrons continue their tradition of generous philanthropy and are proudly named in their honour.



Patrons Form

Join online today, or send your completed form to Membership Officer, Development Office, Clarendon Building, Bodleian Library, Broad Street, Oxford, OX1 3BG.

Title	Name
Address	
Postcode	
Tel. no.	Email
Name of membership gift recipient	

MEMBERSHIP

- Richard Rawlinson Patrons (£1,000 per year)
- Franciscus Douce Patrons (£5,000 per year)

PAYMENT

- I enclose a cheque payable to the Bodleian Libraries in the sum of £
- I enclose a completed Direct Debit Mandate (see reverse)
- Debit/credit card payments – please contact the Friends office on 01865 277234
- Additional Annual Donation £
- I would like to be kept informed of Bodleian Libraries news, events, exhibitions and offers

GIFT AID DECLARATION

UK taxpayers are urged to complete this declaration, which will increase the member's contribution by 25% at no extra cost to the member.

I would like the University of Oxford Development Trust Fund, on behalf of the Bodleian Libraries, to treat this membership as a Gift Aid donation and any other donations I may make from the date of this declaration until I notify you otherwise.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Signature _____ Date _____

NOTES

1. If in the future the member's circumstances change and tax is no longer payable on his/her income and capital gains equal to the amount that the University reclaims, this declaration can be cancelled by the member.
2. If tax is payable at the higher rate, the member can claim further tax relief in his/her Self Assessment tax return.
3. Please notify the University of any change of name or address.

Please send your completed form to:
Membership Officer, Development Office,
Bodleian Library, Broad Street,
Oxford OX1 3BG